



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

MEMORANDUM FOR IMA BOARD MEMBER

FROM: HQ ARPC/DPBB 6760 East Irvington Place #2020 Denver CO 80280-2020

SUBJECT: TDY Order Processing

1. Headquarters Air Reserve Personnel Center has developed and implemented the System (AROWS), to automate training and school tour order request. The use of AROWS is mandatory for IMAs.
2. All IMA promotion board members and administrative assistants should select Work Center Code "260 (OWA)" and "HPSP/FAP – WG" when processing orders through AROWS. **Additionally, please include the following rental car justification information in your request:**

Request approval for a rental car during a TDY to HQ ARPC, Denver CO for an Air Force Reserve Selection Board. ARPC is funding this TDY. Since board members may stay late or finish earlier during the day, it may not be feasible for them to rely on taxi service or on rides from others in attendance. Due to the closure of Lowry AFB, there is no transportation squadron and therefore no Government Vehicles are available.

Cost Analysis:

Taxi cost: To and From Airport to Hotel(1 person) @ \$28.80 x 2 trips = \$57.60

Taxi cost from hotel to HQ ARPC is \$10.20x2 trips x 6 days =\$122.40

Taxi cost for meals is \$10.20x2 trips x 6 days = \$122.40

Total cost using taxi service = \$302.40

Rental car is approximately \$35.00 per day x 6 days = \$210.00

Saving to the government is approximately: \$92.40

3. If you have any questions concerning the board please feel free to contact the Board Secretariat Division at DSN 926-6351 or toll-free 1-800-525-0102.

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ALLISON G. LYNCH, Lt Col, USAF
Deputy Chief, Reserve of the Air Force
Selection Board Secretariat